



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Catherine Greenwood, Director of Human Resources email: cgreenwood@brookfieldct.gov Fax: 203-775-4068
Posting Date:	August 5, 2013
Job Title/Dept:	Part Time IT Technician
Job Description:	<p>The part time IT Technician will be responsible for providing technical support and troubleshooting all town departments and users' day to day operations, such as user accounts, e-mail, security, printing, MS office 2010, Wi-Fi, backup/restore, internet, PDA support, anti-virus/malware removal, general and special software installation and upgrades. Coordinate with application vendor and departments to have smooth implementation of new system and enhancement of existing application. Possess knowledge of all in-house and proprietary departmental applications. Configure and monitor data backup to protect system from data loss. Assist implementing town disaster recovery plan. Perform help desk function and other related duties. Maintain network security, access control and group policies for wired and wireless network. Configure and monitor back-ups to protect system from data loss and restore data as needed. Manage and support VMware for 15+ servers, Town website and Town's telephone system. A full job description is available in the Human Resources Department. Submit resume/and or application to the above listed office. <u>Applications/Resumes must be received by August 16, 2013. Equal Opportunity Employer.</u></p>
Work Week/Pay:	20 hours per week. \$25.00 per hour.
Skills Required:	<p>Excellent analytical, time management and organizational skills. Ability to multitask and complete multiple projects on-time and within budget. Demonstrated strong leadership abilities, customer service experience and ability to build and maintain strong community relationships. Excellent verbal and written communication skills. Ability to interact professionally with multiple levels of the general public, Town Officials and Town Employees. Ability to evaluate Systems performance. Ability to conduct training and informational sessions. Ability to repair/upgrade/troubleshoot desktop and laptop; install PC peripherals such a network/standalone printers. Extensive knowledge of network, network administration and network installation. Extensive Knowledge of Exchange server management. Extensive knowledge of several MS operating systems including Windows 7 & 8 desktop, Microsoft Office suite (2010) including Word, Excel, PowerPoint, Publisher, Access, Outlook and Visio. Extensive knowledge of Active directory used extensively for setting up Domain user's accounts. Knowledge of VMware administration. Knowledge of Networking – TCP/IP, DNS, VOIP. Knowledge of Cisco phone call manager and Unity administration. Knowledge of disaster recovery, continuing operation. Knowledge of configure and monitor anti-virus using Symantec endpoint protection.</p>
Education Required:	<p>Associates degree in Computer Science or Information Systems related field required. 3+ years working experience in technical support in Information Technology. Established experience in diagnosing and resolving technical problems with both software and hardware. Microsoft certifications a plus+ Experiences with VMware virtualization administration a plus++. Experience with municipality applications such as MUNIS, QDS, Permit system a plus +++. Must hold a valid motor vehicle license.</p>



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will have to do some lifting up to 30 pounds of computer equipment, supplies and materials from time to time. The employee is regularly required to sit or stand for extended periods of time to view & operate computer equipment, The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.